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Am 5 DDS (CM) 075/S-57-898

MAR 19 1957

**MEMORANDUM FOR: Special Support Assistant to the
Deputy Director (Support)**

Chief, Commercial Staff

**SUBJECT : Termination of the Project Administrative Planning
Staff and Transfer of its Functions**

1. Effective 1 April 1957 the Project Administrative Planning Staff will be terminated as a segment of my Office.
2. The current functions and responsibilities of the Project Administrative Planning Staff will be transferred to the Commercial Staff.
3. The Commercial Staff will thereafter render all required senior staff advice and assistance in the development, review and amendment of Administrative Plans for projects.
4. In order to provide continuity and to handle existing workloads, three persons will be transferred from the Project Administrative Planning Staff to the Commercial Staff. The T/O of the Commercial Staff will be temporarily increased by three positions in order to accommodate the personnel transferred. These persons will be absorbed within the present Commercial Staff ceiling. The new combined Commercial Staff will be brought within this ceiling as soon as possible.
5. The Special Support Assistant to the Deputy Director (Support) will prepare an appropriate Notice relative to the foregoing.

Signed

L. K. WHITE
Deputy Director
(Support)

SSA-DD/S:KKA:RH:vld (12 Mar 57)
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